



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY, EUROPE, AND SEVENTH ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, PERSONNEL
UNIT 29351
APO AE 09014

15 AUG 2000

AEAGA-DOCPER (690-3G)

MEMORANDUM OF INSTRUCTION

SUBJECT: Memorandum of Instruction (MOI) – Contract Notification, Troop Care Status Accreditation (TCSA)/Technical Expert Status Accreditation (TESA) Procedures

1. This memorandum provides guidance concerning requests for TCSA and TESA, and supersedes all previous memoranda of instruction issued by this headquarters on the subject of accreditation.¹
2. Two bilateral Exchanges of Notes between the Governments of the United States of America and the Federal Republic of Germany were executed on 27 March 1998. These Notes implement Article 72 and Article 73 of the North Atlantic Treaty Organization (NATO) Status of Forces Agreement Supplementary Agreement (SOFA SA), and are the basis for this MOI.
3. TCSA/TESA will be granted to Department of Defense (DoD) contractor employees who meet the criteria set forth in the Exchange of Notes for Article 72 or the Exchange of Notes for 73, respectively.
4. General:
 - a. DoD Executive Agent: The DoD Contractor Personnel Office (DOCPER), located within Headquarters, United States Army, Europe, and 7th Army, Office of the Deputy Chief of Staff, Personnel (HQ USAREUR/7A - ODCSPER), has been designated as the DoD Executive Agent to administer the accreditation program for contracts and contractor employees. Accordingly, questions, submissions or other issues related to this program will be referred to DOCPER.
 - b. Bilateral Process: The Exchanges of Notes implementing Articles 72 and 73 of the NATO SOFA SA establish a bilateral approval process for granting TCSA or TESA. New contracts and TCSA/TESA applications from all DoD components are received and reviewed by DOCPER, which applies the criteria under the Exchanges of Notes. If determined by DOCPER to meet these criteria, the contracts/applications are forwarded to the responsible German authorities for approval. Bilateral approval is required.
 - c. Role of Contracting Officer's Representative (COR): DOCPER works with CORs. DOCPER recommends that the Contracting Officer (KO) appoint an in-country COR or point of contact (POC) to handle administrative responsibilities for TC and/or TE issues.

¹ This MOI represents official policy. The MOI and additional advisory information are available on the DOCPER website at <http://www.chrma.hqusareur.army.mil>. CORs and contractors are encouraged to use the website.

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d. Completeness of packages: Contract notification packages and TCSA/TESA applications received with incomplete information or that do not meet TC/TE requirements will be returned to the COR/POC. Contracts may be resubmitted when complete or substantially changed information becomes available.

5. Contract Notification for "Technical Expert" Contracts:

a. New Contracts and Indefinite Delivery Type Contracts and Task Orders:

(1) New Contracts: The term "new contract" includes any contract, newly-awarded or existing, that has not been used in Germany previously, thus requiring notification to and coordination with, the responsible German authorities. New contracts include follow-on contracts, even if awarded to the same company with the same statement of work and job descriptions. To initiate the contract notification process, the KO or COR completes the Contract Notification Form (Enclosure 1). The form can also be found at the DOCPER web site at <http://www.chrma.hqusaureur.army.mil/docper>. This form must be submitted to DOCPER as early as possible during the acquisition process, but no later than contract award. The form must also be provided as an MS Word document on a 3.5" diskette accompanying the complete contract notification package. Enclosures must include all parts of the contract relevant to contract performance in Germany (Performance Work Statement, Skill Classifications, Job Descriptions with qualification requirements, and wage/salary categories)(i.e., *under Uniform Contract Format, Sections A, B, C, F, G, H and J, plus applicable attachments and enclosures, if appropriate*). If wage or salary information is not part of the contract, a salary range should be noted either on the contract notification form or in the job descriptions. The DOCPER requires the contract notification form and all enclosures in hardcopy duplicate plus an additional copy for each German state where contract performance is expected. NOTE: Electronic submission via disk or e-mail to docper@chrma.hqusaureur.army.mil of the completed contract notification form and relevant portions of the contract (e.g., those identified above) is acceptable. Due to system limitations, all attachments to any one e-mail must be kept to 5 MB or below.

(2) Indefinite Delivery Type (IDT) Contracts: Contract notification procedures as described in paragraph 5.a.(1) must also be used for each individual delivery or task order awarded under IDT contracts, whether the applicable contract is a Defense or non-Defense contract vehicle. In addition, when the applicable contract is a Defense contract, the KO or COR must submit a copy of the contract as identified in paragraph 5.a.(1) above. In the case of non-Defense IDT contracts, a copy of the underlying contract is not required.

b. Solicitations: When a contract has not yet been awarded, the contract notification process can be initiated with the submission of the solicitation. While the process is similar to the contract notification process described above, the level of information is of necessity more general. After contract award, the KO or COR submits the relevant portions of the awarded contract to DOCPER, identifying the pertinent portions of the solicitation that were changed when incorporated into contract award. It may also be necessary to provide explanatory notes regarding discrepancies and ambiguities, especially in the area of staffing. Due to the uncertainties associated with both competitive and non-competitive solicitations, advance coordination with DOCPER is recommended prior to submission. For successor contracts to contracts under which TESA had been previously granted, it is useful to include a spreadsheet that "maps" the job titles or positions of the successor contract to previously-approved TE positions on the predecessor contract.

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c. Option Exercises: A copy of a notice of intent to exercise an option should be forwarded to the DOCPER concurrently with the notification to the contractor in order to expedite the required notification process. Whether or not the notice of intent is provided, a copy of the contract modification must be forwarded to the DOCPER. The term of the option should also be clearly indicated. When exercising options, the KO or COR must also provide a list, by German city and state, consisting of the name of each employee, their social security number, the position title for which the employee has been cleared, and their local address. Providing this informational list will obviate the need to resubmit TCSA/TESA applications for these employees and renewal of Individual Logistics Support (ILS) authorization will be accomplished as described in paragraph 14.c. Employment termination notification should also be provided in accordance with paragraph 13.a.

d. Modifications: All modifications that may affect performance in Germany should be submitted to DOCPER in a prompt manner. A copy of any modification that extends the period of performance for a contract must be provided to DOCPER. A copy of the contract modification must be submitted to DOCPER before TCSA/TESA will be issued. If applicable, renewal of ILS authorization will be accomplished as described in paragraph 14.c. Please note that the infrequent practice of assigning a new contract number to exercise an option under an existing contract, while unlikely to require re-accomplishment of the contract notification and the TC/TE accreditation process, will require notification and coordination with German state government authorities.

e. Approval Process: The contract package approval process is expected to take about eight (8) weeks. DOCPER's review of the contract notification package and submission, if appropriate, to the responsible German state government authorities can take up to 3 weeks. The responsible German state government authorities are expected to provide written concurrence or non-concurrence, within five (5) weeks. If no response is received from the German authorities within that period, concurrence is presumed.

f. Notification Process: Upon receipt of concurrence or non-concurrence from German state government authorities or in instances of constructive acceptance (no response), DOCPER will notify the KO or COR through a memorandum. Note: Contract approval indicates the contract itself has been approved and that at least one job may qualify, not necessarily all jobs.

6. Contract Notification for Troop Care Contracts:

a. Nature of Notification and Approval: Under the Exchange of Notes for Article 72, notification and approval of each contract for Troop Care providers are accomplished through a separate Exchange of Notes (also called Note Verbale, or NV) between the U.S. Embassy and the German government through the Foreign Office, or Auswärtiges Amt der Bundesrepublik Deutschland.² The NV for each Troop Care contract makes that contract the subject of an international agreement. This is a different process from the contract notification and approval process for Technical Expert contracts. The U.S. Forces must ensure that the provisions of the

² To avoid confusion, the convention of using the acronym "NV" to refer to an Exchange of Notes on individual "Troop Care" contracts has been adopted. The term "Exchange of Notes" is reserved for the implementing agreements for Articles 72 and 73.

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NV governing each Troop Care contract are followed, at the risk of violating an international agreement to which the U.S. government is a signatory.

b. Process: To initiate the contract notification process for Troop Care contracts, the KO or COR completes the Contract Notification Form (Enclosure 1). The form can also be found at the DOCPER web site. (This is the same form used for Technical Expert contracts). The contract must be submitted to DOCPER as early as possible during the acquisition process, but no later than contract award. Enclosures must include all parts of the contract relevant to contract performance in Germany (e.g., Performance Work Statement, Job Descriptions with qualification requirements). DOCPER requires the contract notification form and appropriate enclosures in hardcopy duplicate. (NOTE: Since approval of Troop Care contracts is done at the German federal level, additional copies for each German state are not required. The German Foreign Office effects the coordination with the German states.)

(1) Troop Care providers: The contract should refer by name to the specific professions or categories of Troop Care providers listed in paragraph 1 of the Exchange of Notes implementing Article 72.

(2) Numbers of Troop Care providers: Each NV includes as an attachment the numbers and types of Troop Care providers by location. These numbers are based on the information the COR provides on the contract notification form. Exceeding the number of Troop Care providers violates the NV, and is thus a violation of an international agreement. Therefore, once the NV is approved, any proposed increases to the number above those stated in the contract notification form should be reported to DOCPER, which will work with the U.S. Embassy and German Foreign Office to update the NV.

c. Solicitations: Not relevant for approval of Article 72 contracts.

d. Options and Modifications: For Article 72 delivery/task orders extending the duration of services, the KO or COR must furnish DOCPER with the new information not later than three weeks prior to expiration of the previous delivery/task order. Within one week, DOCPER will communicate the extension through the U.S. Embassy to the German Foreign Office via a revised NV. DOCPER will issue a TCSA memorandum to the KO or COR for the TC providers continuing on the contract as soon as contract approval is received from the German Foreign Office and individual approval is received from the German state government authorities. In these cases, German state government approval is done informally between DOCPER and those authorities, and generally does not require new TCSA applications.

e. Approval Process: Timelines for the development of a NV approving a new Troop Care contract are not specified in the Exchange of Notes implementing Article 72. In general, however, the approval process for a Troop Care NV takes between 2-8 weeks.

f. KOs/CORs/POCs may view the DOCPER web site to learn when contract/enterprise approval was achieved. DOCPER will update the web site with this information on a monthly basis.

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7. TC/TE Applicants

a. Application for accreditation for TCSA/TESA should be made by contractor employees in the following circumstances:

(1) New TC/TE applicants proposed for hire under newly-awarded or existing contracts.

(2) Employees previously accredited TC/TE status under a contract and who change jobs or positions, either under that same contract or a different contract, must be accredited under the new job or position.

(3) Current TC/TE employees under newly-awarded successor contracts that have replaced expired contracts under which the applicant held TESA.

(4) Exceptions:

(A) GSA contract: When a follow-on order is awarded against the same GSA contract as the predecessor order, using the same statement of work and same personnel, new TCSA/TESA applications are generally unnecessary. The COR should submit a copy of the order, with a list of the personnel, their social security numbers, the positions for which they have been cleared, the job locations and their local addresses. TCSA/TESA applications are required only for personnel who will be performing jobs other than the one for which they have been previously cleared. If the follow-on order is awarded against a different GSA contract, new TCSA/TESA applications are required for all personnel.

(B) *Option exercises are not considered newly-awarded contracts* and thus do not require new applications.

b. Contractor employees seeking TC/TE accreditation must complete a TC/TE status accreditation application (Enclosure 2)³, and submit it with the additional documents noted below, in hardcopy duplicate, to their COR/POC. This application can also be found at the DOCPER web site. In addition to the application form, the following documents, also in hardcopy duplicate, must be submitted:

(1) Job description: This is a detailed description of the duties and knowledge/skills requirements with special emphasis on the military skills and experience necessary for the work to be performed.

(2) Employment contract: The copy of employment contract must show the dates and signatures of both employer and employee.

³ On line versions of the TCSA/TESA and TESA TDY applications are being developed. Nevertheless, the requirement that the forms be signed by the applicant means that hardcopy versions will still be required, even if the on-line version of the TCSA/TESA applications are used. Once the on-line versions are available, DOCPER recommends that the completed on-line version be printed out, signed and submitted. CORs and contractor employees should keep abreast of any changes in these processes by checking the DOCPER web site.

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(3) Curriculum vitae (CV) or Resume: A CV or resume must be signed and dated by the employee. It is strongly recommended that the CV fully describe the professional background and list employment history by dates and location.

(4) Education and training: Technical Experts must provide the name and description of educational establishment, description of the qualifications obtained and the attendance dates. (This information may be incorporated into the CV.) Similarly, Troop Care personnel must provide copies of professional degree, diploma, transcripts or certificates and licenses relevant to the job.

8. Submission of TCSA/TESA Applications: The COR/POC must submit the TCSA/TESA application package, in hardcopy duplicate, to DOCPER. For newly-awarded contracts, submission of TCSA/TESA applications should follow contract approval; however, when necessary, and in the interest of time, DOCPER will accept and process contracts and TESA applications concurrently. The application package must include the following documents:

- a. Completed TCSA/TESA application.
- b. Endorsement letter:

(1) General: The COR/POC endorses the application with a request memorandum (Enclosure 3) bearing the original signature of either the COR or the POC from the sponsoring command/activity. The memorandum can also be found at the DOCPER web site. By endorsing the accreditation applications with the request memorandum, the COR/POC certifies that the information and documents provided by the contractor meet the requirements in paragraph 7.b. above.

(2) Contractor employees who will begin work at some future but undetermined point in time: If an applicant is being submitted for TCSA/TESA in anticipation of working in Germany at some future but undetermined point in time, the applicant must note this fact on the application. DOCPER will also communicate this information to the Laender authorities so that a local German address is not expected within 120 days of TCSA/TESA approval. If approved for TCSA/TESA, a TCSA/TESA accreditation letter granting the ID card and associated privileges will not be issued until DOCPER is provided employee arrival/start dates, at which time an accreditation letter will be issued for the length of the current period of performance, or for 120-days if no local German address is available. CORs should include on the endorsement memorandum the following statement: "The starting date for this applicant to commence work in Germany has not been determined. Accordingly, a TCSA/TESA accreditation letter is not required. This office will notify DOCPER two weeks prior to commencement of TCSA/TESA work in Germany to request issuance of an accreditation letter for the length of the current period of performance, or for 120-days if no local German address is available."

c. Contract information: A copy of the signed first page of the applicable contract, sections of the contract stating the relevant performance period, and sections of the contract including skills classification and wage/salary categories.

9. TCSA/TESA Notification:

a. Review process: The review of individual TCSA/TESA applications by DOCPER can take up to four (4) weeks. DOCPER may deny TCSA/TESA for applicants if the job does not

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qualify for TC/TE status or if the individual is "ordinarily resident" in Germany or does not possess the requisite technical/military skills and knowledge. Applications found by DOCPER to meet the criteria set forth in the Exchange of Notes will be forwarded to the responsible German state government for their concurrence. The German authorities are expected to either concur or non-concur, in writing, within four (4) weeks. If no response is received from the German authorities within six (6) weeks, concurrence is presumed. Thus, the total processing time for individual TCSA/TESA packages can take up to ten (10) weeks after receipt by DOCPER.

b. Notification process:

(1) Upon denial by DOCPER, DOCPER will notify the COR/POC through a written denial memorandum within ten (10) business days of completion of review.

(2) Upon receipt of concurrence from German state government authorities, DOCPER will issue a TESA memorandum to the COR/POC within ten (10) business days.

(3) Upon receipt of non-concurrence from German state government authorities, DOCPER will:

(A) Issue a denial memorandum within ten (10) business days to the COR/POC, or

(B) Notify the COR/POC in writing of the DOCPER decision to request reconsideration within ten (10) business days of the receipt of non-concurrence from German state government authorities.

(4) Denial memoranda indicate only the general basis for denial. The three most common bases for denial are: the position or job does not meet the requirements for accreditation under Article 73; the experience and training of the applicant did not meet the criteria for accreditation under paragraph 1.a of the Exchange of Notes implementing Article 73; or the applicant was deemed "ordinarily resident." CORs wishing to discuss the basis for the denial in more detail should send an e-mail to the individual DOCPER analyst, requesting further details.

c. Reconsideration process: Requests for reconsideration of individual applicants must be made by DOCPER to the German state government authorities within four (4) weeks (20 business days) of receipt of non-concurrence.

(1) If DOCPER notifies the COR/POC of the intent to request reconsideration, additional supporting information must be provided to DOCPER within five (5) business days in order to allow time for review and preparation of written material for submission.

(2) If DOCPER has not notified the COR/POC of the intent to request reconsideration, the COR/POC may request reconsideration of the DOCPER decision and, if DOCPER concurs, additional supporting information must be provided to DOCPER within five (5) business days in order to allow time for review and preparation of written material for submission.

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10. Request for TESA for classified work: The contract notification, TESA applications and request memorandum must contain the same information and documents described in paragraphs 5, 7 and 8 above. However, the information and documents may be sanitized (provided it remains adequate) as follows: Job Title, Job Description, Skill/Knowledge Requirements, and Employee CV. (CV need not give specifics of location if location of work is classified). For contracts and applications, the sponsoring command headquarters must certify the classified nature of the contract work and for specific position(s). *NOTE: A requirement that an individual have a security clearance does not, in and of itself, justify TE status. The employee must otherwise qualify as a TE.*

11. Requests for Military Exigencies (ME):⁴ In cases of military exigency, paragraph 8 of the Exchange of Notes implementing Article 73 allows DOCPER to grant conditional accreditation as a technical expert, pending notification and consultation with German state government authorities. A memorandum request for military exigency should be signed by an individual in the rank/grade of at least an O-6 or GS-15 and describe why the work is mission critical, what exigent circumstances exist, and what precludes submission of the application through normal procedures. A template for the ME request memorandum (Enclosure 4) also can be found at the DOCPER web site. Contract notification must be done prior to, or concurrent with, submission of the ME and a complete TESA request package, as described in paragraphs 5, 7 and 8 above, should be submitted at the time the ME request is made. The signed TESA application and the acceptance of the offer letter should be dated within two weeks of submission to DOCPER.

12. Short-Term temporary duty (TDY) in Germany:

a. TDY for Non-TEs ("Fax-back"): An arrangement has been reached with the Federal Ministry of Labor (FMoL) to allow DoD contractor employees to enter Germany with a minimum of bureaucratic delay to work in a TDY status for periods not to exceed 3 months. The process is generally referred to as the "Fax-back" procedure (formal name: "Request for Confirmation of Exemption from the Requirement to Obtain a Work Permit"). Contractor employees under this arrangement will fall into one of three exemptions to the German Work Permit Ordinance. *Contractor employees who arrive in Germany under this procedure will not be issued an ID card, and will not receive logistical support.* Furthermore, the process may not be used for Troop Care personnel or to support other contractor personnel traveling to or working in Germany while awaiting TESA approval.

(1) This arrangement exempts contractor employees from the requirement to obtain a work permit, *so long as* an exemption has been granted by the Landesarbeitsamt (LAA) Baden-Wuerttemberg in Stuttgart *prior* to arrival and commencement of work in Germany (i.e., *before* the employees depart CONUS or other location for Germany). Although each period stands on its own for purposes of an exemption for a work permit, multiple TDYs will be combined for purposes of income taxation by German authorities.

(2) Once a contractor employee's presence in Germany exceeds six months in a calendar year, he or she will be subject to income tax liability. However, international agreements regarding double-taxation are also in effect. Prior to staying in Germany for any length of time, individuals should consult a tax advisor.

⁴ Applicable to TESA applications only, not TCSA applications.

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(3) A description of the "Fax-back" procedure by which the contractor can obtain an exemption from the work permit and the exemption request form can be found at the DOCPER web site.

(4) DOCPER does not administer this process. DOCPER's only involvement is to review the forms provided by the LAA in Stuttgart on a regular basis to ensure that those using the "Fax-back" procedures are not contractor personnel traveling to or working in Germany while awaiting TESA approval.

b. TDY for TE-approvable Contractor Employees ("TESA TDY"): By informal agreement with the responsible German authorities, DOCPER may grant unilateral TESA status for individuals working under *previously-approved contracts and previously-approved positions only*, not to exceed a cumulative period of 90 days within a 12-month period. This process is called "TESA TDY." A short accreditation application (Enclosure 5) can be found at the DOCPER web site. DOCPER's review of this application can take up to 5 business days. The process is *not* intended to support contractor personnel traveling to or working in Germany while awaiting TESA approval.

(1) Contractor employees seeking TE accreditation under this procedure must meet the prerequisites (previously-approved contracts and previously-approved position), complete the TESA TDY Application, and submit it to their COR for signature endorsement. CORs/POCs, in turn, may fax the application to DOCPER, DSN 375-8513 or commercial from CONUS 011-49-621-487-8513. DSN calls from CONUS require dialing 314 as a prefix.

(2) Individuals may not commence work or employment in Germany until after DOCPER has reviewed the accreditation application, and has granted accreditation to the technical experts under this procedure. If granted, accreditation will be limited to the estimated length of stay noted on the application but not to exceed 90 days.

(3) If accreditation is not granted, the "Fax-back" procedure described in paragraph 12.a. may be followed.

13. Required Notifications:

a. Employment termination (Enclosure 6): The COR/POC must provide DOCPER with written notification of the termination of contractor employee employment within 10 business days. This memorandum is also applicable when a contract expires and the contractor employees do not continue employment. A sample memorandum can be found at the DOCPER web site.

b. Employment offer declined (Enclosure 7): The COR/POC must provide DOCPER with written notification of a contractor employee's decision to decline employment, for which he/she submitted a TCSA/TESA application, within 10 business days. A sample memorandum can be found at the DOCPER web site.

c. Change of duty station (Enclosure 8): The COR/POC must provide advance notification to the DOCPER of any permanent reassignment of a contractor employee in the same accredited position, involving a change of duty station to a different German state. A sample memorandum can be found at the DOCPER web site.

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d. Option years: See paragraph 5.c., above, for specific instructions.

14. Individual Logistic Support (ILS) Authorization/Renewals:

a. Initial ILS authorization:

(1) Contractor employees starting work immediately: When an accreditation application has been approved, DOCPER will provide authorization (through the COR/POC) for the contractor employee to receive ILS and to be issued a DD Form 2765 (Uniformed Services Privilege and Identification (ID) Card). Initial ILS authorization will only be granted for the base (or current) period of performance. ILS authorization will not be granted for periods beyond the base (or current) performance period. *Moreover, if the accreditation application does not contain a local home address in Germany, the initial ILS authorization will be limited to a 120-day period, pending provision of the local address to DOCPER.* (The Exchange of Notes requires communication of a home address in Germany). Renewal of ILS authorization will be accomplished as described in paragraph c. below.

(2) Contractor employees who will begin work at some future but undetermined point in time: If an applicant has been approved for TESA in anticipation of working in Germany in the future, DOCPER will not provide immediate authorization for the contractor employee to receive ILS. The TESA accreditation letter granting the ID card and associated privileges will be issued once the COR provides DOCPER with the employee arrival/start dates, at which time an accreditation letter will be issued for the length of the current period of performance, or for 120-days if no local German address is available. The COR should notify DOCPER two weeks prior to commencement of TESA work in Germany to request issuance of an accreditation letter.

b. Upon verification of the contractor employee's TC/TE status, the COR/POC is authorized to issue a letter of ILS Authorization/Renewal in the following situations:

(1) Replacement of lost, stolen, or mutilated ID Cards for the employee and/or family members: The contractor must prepare a request for ILS replacement and submit it to the COR/POC. The request will include a statement from the contractor explaining the circumstances surrounding the loss, theft, or mutilation of the ID card, or proof of family dependent relationship. This statement must also include the date the loss or theft was reported to military police authorities and the location where reported.

(2) Issuance of new ID cards to eligible family members.

c. Renewal of ILS for the periods of performance beyond the current contract performance period: When the contract performance period is extended, the COR/POC must follow the notification procedures in paragraphs 5.c. and 5.d. above. The COR/POC is responsible for providing DOCPER with documentation indicating that contract performance has been extended, such as through the exercise of an option, or alternatively, when there is a notice of intent to exercise an option. The COR/POC should provide a letter identifying contractor employees requiring ILS renewal and certifying that the contractor employees are currently employed under the same contract in the same accredited TC/TE positions, and attach

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to that letter evidence of contract extension, or the intent to extend.⁵ A sample memorandum (Enclosure 9) also can be found at the DOCPER web site. Following receipt of proper documentation, DOCPER will provide authorization for ILS and an Identification Card for the additional contract performance period.

15. Information provided to DOCPER will be safeguarded as required by the Privacy Act, 5 United States Code § 552a and will be used by DOCPER as a basis for determining eligibility for accreditation as a troop care provider employee/technical expert under the provisions of Articles 72/73 of the NATO SOFA Supplementary agreement. Authority to collect and maintain this information can be found in OPM Systems Notice OPM/GOVT-1, General Personnel Records (July 15, 1996, 61 FR 36919).

16. HQ USAREUR POCs are Ms. Doreen DeBenedictis, ddebenedictis@chrma.hqusareur.army.mil, and Ms. Tina Tucker, ttucker@chrma.hqusareur.army.mil. DOCPER's mailing address is: DoD Contractor Personnel (DOCPER) Office, HQ USAREUR, Bldg. 968, Room 209, Hammonds Barracks, Unit 29150, APO AE 09100.

FOR THE DEPUTY CHIEF OF STAFF, PERSONNEL:



TONI B. WAINWRIGHT
Director of Civilian Personnel
United States Army, Europe

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⁵ If ILS extension is based on intent to exercise an option, the COR/POC should as soon as possible provide evidence that the option was in fact exercised.